

## **Use of Library Building**

The Library space may be used by other organizations or individuals for programs or meetings, which meet the goals of the library mission and with the permission of the Library Director. The space is available on a first come first served basis. The Library Director reserves the right to cancel or reschedule a reservation due to special circumstances. Every effort will be made to give adequate notice of such changes.

- Fundraising events are limited to events benefiting the Library.
- Events shall not be advertised in a manner that implies sponsorship of the Library.
- For profit users are asked to make a donation to the Library.
- The Library must be returned to the condition in which it was found.

The following uses of the library are prohibited:

- solicitations, sales and petitions unless approved by the Library Director.

No pets are allowed in the Library except for trained service animals and animals which are part of a Library program.

The Library assumes no liability for damages to personal property or injuries which may occur during non-library sponsored programs.

The views, beliefs and ideas expressed by users of the space do not necessarily represent those of the Library.

## **Equipment Loan**

The Craftsbury Public Library may loan equipment on a reservation basis. Individuals are limited to borrowing tables and chairs. Organizations may borrow tables, chairs, and the projector at the discretion of the Library Director.

- Reservations may be made in person or by phone.
- Equipment must be signed out at the Circulation Desk.
- There is a 3-day maximum use period.
- The Equipment should be returned during regular Library hours.
- Borrowers must abide by Library Procedures and Policies for use of Library equipment, or will forfeit future borrowing privileges.
- To borrow equipment a patron must be over 18 years of age.
- There is not a fee for use of the equipment; however, a donation to cover costs of regular maintenance is appreciated.
- The borrower or his/her organization accepts the responsibility to pay for any damage incurred while the equipment is in his/her use.
- Any problem with the equipment should be reported to the Library upon return.
- The borrower must sign the Equipment Loan Agreement each time the equipment is borrowed.